

MENDON BOARD OF SELECTMEN

MINUTES OF MEETING----- October 7, 2013

APPROVED-----October 21, 2013

Selectmen Goddard and Reil are present.

Selectman Goddard called the meeting to order at 7:07 p.m. and led the pledge.

Selectman Goddard reminded everyone of Fire Prevention week

Selectman Reil made and Selectman Goddard stepped down to second a motion to allow the non-profit "Trees for Hope" Committee to place signs in Mendon to advertise their "Trees for Hope" Festival being held at St. Gabriel's Parish in Upton on December 7 & 8, 2013. The 36" X 36", free-standing signs may be placed at the following locations on November 17 and remove on December 9, Island at intersection of North and Milford Street (Route 16), Island at intersection of Millville Rd. and Route 16, Island at intersection of Providence Street and Hartford Avenue East. The motion carried unanimously.

Phil Lombardo distributed updated plans for the proposed Cumberland Farms at 3 North Avenue. The goal was to retain the Town's access to the back of the property while providing their easement to a well. Mr. Lombardo explained that the plans show 50' wide access to the back of property and setback lines. The Selectmen received a proposal from an appraiser. *Action: D. Willoughby will forward proposal to Attorney Mangiaratti and schedule to meet with Planning Board during October 21 BOS meeting.* Mark Allen, Civil Engineer and resident, questioned public drinking water supply requirements and whether there needs to be a 100-foot or 400-foot radius. Mr. Lombardo said he is working with Susan Connors, DEP, who will be doing site a visit. Missy Kakela-Bottoms, Board of Health Admin. Asst. said her board does not have the current plan.

Linda Hawkes, Treasurer/Collector; Clark Rowell, Financial Advisor & Susan Darnell, Library Trustee joined the Selectmen. Linda presented a schedule for repayment of a 15-year bond scheduled to be sold on October 21. The anticipated interest rate is 3.75%. Linda will inform Selectmen if on the 21st something unanticipated happens. Discussion also surrounded the use of the 'Taft Orchard' property which was purchased with a tax-exempt bond. Should town be getting a benefit from leasing land? The revenue can't exceed 5% of value of land, value of bond, or value of outstanding balance of bond which can be measured as a percentage of land area being used. Any money received from a source must not go into general fund. The tax exempt status will not be affected by growing pumpkins or haying field. Proceeds must go to pay off the bonds for larger leases of bonded land.

Rich Schofield, Finance Committee Chairman, Willem Angenant, Finance Committee Member, Ernest Horn, Public Safety Director, Sergeant David Kurczy, and Linda Hawkes approached the Selectmen. Mr. Schofield explained process used to calculate the \$177,000 recurring revenue to fund other recurring expenses. There is \$67,000 available in non-recurring funds. This is based on 80% of revenue expected. He was not able to meet with Chairman Tinio to get his priorities before he left for vacation. Alan Tetreault, Highway Surveyor, will do bridge repair in FY15. *Action: Diane Willoughby will ask Mr. Tinio what efficiencies the Town would get with a new phone system.* Police Department oil containment will cost more than \$300 and will not be put on the risk list. Mr. Schofield will add \$225 for Mass Association of Conservation Commission training for the new Conservation Commission Clerk. Additional money for the potential for an unemployment claim will be a priority 2, (funding at annual town meeting). Claudia suggested to Rich that \$25,000 be budgeted to fund an account for other

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post-employment benefits at \$25,000. The annual contribution should be \$400,000 based on risk calculation for all retirees. This will also be made a priority two. Mr. Schofield will revise financial policy document to reflect this account. Linda explained the \$5000 request for tax title. This will be a priority two. The Board of Health Administrative Assistant still needs 37.5 hours to do her job. One of the Dispatchers is interested in doing the Public Safety Clerk work part time. Chief Horn estimates \$25,000 for 24 hours per week. *Action: Chief Horn will provide break down of other tasks a municipal clerk can do and will put numbers together to cover the dispatcher who is going on leave.* The Water Clerk will be given a priority two. There is a \$15,000 (salary & benefits) delta between Parks Department and Highway Department sharing. Discussed need to determine return on investment for automatic water meters. The cost will be \$15,000 per year for three years, priority one. Stipends are a priority three. \$10, 418 is left over after all priority ones. \$60,000 is left for recurring costs. Estimated costs are needed for the potential purchase of Miscoe Springs and the associated engineering costs.

Action: Diane Willoughby to give the Net Metering Agreement to town counsel for review and put its consideration on the agenda for the October 21 meeting agenda. Diane will also see if Duncan Chapman, Northeast Real Estate Solutions, can meet with one of the Selectmen before then.

Selectman Reil made and Selectman Goddard stepped down to second a motion to approve the extension of operating hours from 1:00 a.m. on November 28, 2013 to 2:00 a.m. for Roy Ventures, Corporation d/b/a the End Zone Sports Pub, 39 Milford Street. The motion carried unanimously.

Selectmen Reil and Goddard discussed firms for recruiting a Town Administrator/Coordinator. MRI seemed like the most in depth. They agreed to have them attend their October 21 meeting. *Action: Diane Willoughby will ask Municipal Resources to prepare a contract that includes using a full panel interview and one without.* **Selectman Reil made and Selectman Goddard stepped down to second a motion to enter into contract negotiations with Municipal Resources for the recruitment of a Town Coordinator/Administrator. Motion carried unanimously.**

The Selectmen agreed to postpone approving the minutes of September 23 and 30, 2013. Chairman Goddard wasn't in attendance for the September 30 meeting.

Selectman Reil made and Selectman Goddard stepped down to second a motion to appoint AJ Byrne as the Parks Department Representative to the Community Preservation Committee with a term to expire June 30, 2015. Motion carried unanimously.

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Chris Burke joined BOS to update them on the Mendon Friends of Police new police station project. They are working on a full set of construction documents. The Department of Public Health approved the design. Volunteers installed conduits for power. The well and septic is in place. Eighteen people worked over the weekend. Selectman Goddard directed Chris that if they get to a point where the committee is ready to finish and they feel they may need town meeting funding, to let the Selectmen know.

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Selectman Reil made and Selectman Goddard stepped down to second a motion to adjourn at 9:05 p.m. The motion carried unanimously.

Respectfully submitted,

Diane Willoughby
Administrative Assistant

Documents Discussed Located in the 'Administrative Secretary's' Office:
Town of Mendon, \$2,060,000 Unlimited Tax General Obligation Library Bonds dated Nov. 1, 2013
STM Money Analysis.xlsx
Site Development Plans for Cumberland Farms, Lots 1 & 7, Property Exhibits 1 & 2-Bohler
Engineering, October 1, 2013